

Suggested filenaming process for uploading files to *examinerdepot*

Name your file using this filenaming convention which identifies you, the applicant number and the item or category you are working on. Examples are shown below **if your Userid is FL1234 and your Applicant is 001:**

Item 1.1, version 1 would be:

FL1234_001_1_1v1

Category 1, version 1 would be:

FL1234_001_C1v1

Then, subsequent versions would be:

FL1234_001_1_1v2

FL1234_001_1_1v3

FL1234_001_1_1v4

For Category 1:

FL1234_001_C1v2

FL1234_001_C1v3

FL1234_001_C1v4

Once all Examiners have reviewed Items, the Item lead will consider inputs and edit the final version for Consensus. It is this version that will be discussed on the call.

FL1234_001_1_1final

Note: MS-Word will automatically add a **.doc** extension to your filename.